G. R. S. IX-5]

Previous reference

1914.
(E. A. 66)

File No. 11 of 14

Serial Nos. 1–9

Later references.

E.A.D 26 of 14

Preserved

P

P-24 (E)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 – 4

Part B for January 1915

SUBJECT.

Compilation of the Record Manual

Letter No. 294-303 d 15.1.15 addressed to Several Heads of Department

Informs & frames suitable Rules for the periodical destruction of Records in their Offices.

W D 88—GPB—50,000—24-7-16

Indexed GR

2

G.R.S. 11] 1914-15

GENERAL AND REVENUE SECRETARIAT.

(G.A.B)

NOTES.

File No. 11-14

FILE HEADING.

Compilation of the Record manual

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

Rules relating to the custody, arrangement and periodical destruction of records have been collected for all those offices which have such rules and arrang

NOTES—First Sheet.

GPB—35,000—15-6-12

3 V

Serial No.

in the order of departments.
Flag T — A list thereof is prefixed to the file.
Some offices have rules prescribing the time limit for the preservation and destruction of records, while others have detailed instructions as well for the custody and arrangement of the records. A large number of offices has
Flag U — neither of these. A statement showing the classification of the several offices under the above three heads is also prepared and submitted.
Drafts asking those offices which have not yet framed any rules, to take early action in the matter in accordance with
Flag V — G.A. No. G 4811-57 dt. 9.12.11 Gen. 200-10-11 are put up. submitted for orders. Mr Colchin
10/9. has compiled with from the first part of the Record Manual.

V The orders now collected may be published as Vol I

NOTE—Contn. sheet.

GPB—60,000—7-11-13

G. R. S. 12]

4 3

General and Revenue Secretariat. | GA File No. 11 of 1914-15

Serial No.

of the Kerala Manual. Drafts are put up to H.Qrs. of Departments to expedite preparation of rules for offices which do not possess them at present. These may be published as vol II.

Nil
12/9/14

Secretary

Permission may be accorded to print (Vol I) the Record Manual which will be found very convenient by inspecting officers. This volume is to be only a compilation of existing orders of Govt.

Please show me final proof before the 15th Jan next:-
Draw
17/12

4 The next step will be to supply the defects in regard to records in the several offices. As a preliminary, it is necessary to insist upon the framing of rules for destruction of records &c. Accordingly four drafts are submitted for approval. The S. A. B will get replies to these, consult the Branches concerned in regard to the suitability of the rules and submit proposals for the orders of Govt.

Revised drafts may be put up
Draw
17/12

5 After the rules are once completed, the work of Examining the extent to which they have been given effect to will have to be undertaken. How, by whom & in what intervals of time this should be done may be investigated later on.

This was ordered to be issued separately
Draw
21/1/15

1633
16-9-14

Draw
13/9

6 I am in favour of action being taken as above.

NOTE—Contn. sheet.

GPB—60,000—7-11-13

17.12.14

5 5

4. The Manual may be issued in print after the approval by Govt. of the same in manuscript. There is no necessity to consult Heads of Depts in this matter as the Record Manual will mostly consist of compilation work.

5. In these circumstances permission may kindly be accorded to the Efficiency Audit Branch undertaking this work.

Dewan

6

6

Note II

Proper Maintenance of Records :-

In order to facilitate the proper maintenance of records (paragraph 5, clause iii, of the Efficiency Audit Order) and to help inspections of records, a Record Manual seems to be necessary.

2. The existing rules and standing orders of all departments will be collected under the following general heads :—

A : Classification of Records.

B. Arrangement of do.

C. Destruction of do.

D. Transmission of do.

E. Registers and Forms prescribed for the Record Room.

Note : Forms of Registers to will appear as appendices :-

F. Supply of copies & information in regard to records.

Both the English & Kanarese records will be dealt with under the heads mentioned above : and the departments will be treated separately.

3. A Chapter will be devoted to Essentials in regard to recording and to any limits which may be usefully made.

The work may be taken on hand at once — This is a most important work.

23.3.14

Shown to the Secy. The Manager will see me about this when the Secy is with me.

24/3

Secy.

24 3 14

F 7

Submitted to Secretary

The four drafts put-up in this file have not been approved by the Dewan. The Dewan desires that the drafts may be revised somewhat on the following lines.

"Refer to the Govern-ment order of 21st February 1911 and enquire when the rules framed under that order may be expected. In so doing, the Officers con-cerned may be informed that these rules are long overdue and that their submission should be expedited."

B. V. Lakshmana Row
17.12.14

Dhr 19/12

mm 18/12/14

BVR

8 8

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Two revised drafts submitted herewith

NEGL

19/12 Mr Kershaw Dyer

Please see me write the file

NEGL

21/12

As orally instructed, four separate drafts prepd.

Subd NEGL

23/12.

Fair drafts

DMW

31/12

Fair dfts. } Subd. NEGL 31/12

Revised drafts on these lines now put up

DMW

31/12

Secretary)

Approved. Issue today

DMW

1/1/15

Issue today —

NBe — An advance reminder should be sent on or about 15th February

GPB—10[illegible]0—10-6-14

1st February.

NEGL 12/1/15

Mr Hall's draft has been approved DMW 14/1 1/1/15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

9 9

G. R. S. 26]

File No.

Serial No. 1

Diary No. of letter replied to

No. 273
Ex A

General and Revenue Secretariat
( )
, *the* 191

To
The Revd. Commissioner
in Mysore.

Date of issue 12-1-15

Signed by Mr. N. Madhava Rao Sir,

I am directed to invite your attention to Go. No. Ex 4811-57 Dy. 8th Feby 1911 and to request that rules to regulate the periodical destruction of records may kindly be framed for your own office and for the office of the Asst. Veterinary

over.

SUBJECT.

10

D/ft: and submitted early for the approval of Govt:

Thanking.

Dmy 1514

17.12.16.

Ag: Secy to Govt:

Mr Mu Pub & Rev Depts:

List of enclosures,

Copied by

Examined by

GPB—25,000—4-8-13

11 '10

G. R. S. 26]

File No.

Serial No. 2

*Diary No. of letter replied to*_____

No. 292

G.A.

General and Revenue Secretariat

( )

, the *191* .

To

The Registrar

Chief Court of Punjab

Date of issue 12-1-15

Signed by Ina. N. Mashwara Rao.

Sir,

I am directed ~~have the honor~~ to invite your attention to P.O. No: 4811-57 d/18th Feby 1911, requesting that Rules may be framed to regulate the periodical destruction of records and submitted for the approval of Govt., and to request that early action may be taken in

over.

SUBJECT.

the matter in respect of
the records of the Chief Court.

Dated 1319

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

13 11

G. R. S. 26]

File No.

Serial No. 3

Diary No. of letter replied to

No. 298-314
& A.

General and Revenue Secretariat

( )

, *the* 191 .

To

Date of issue 12-1-15

Sir,

Signed by Mr. R. Ramachandra

I am directed to invite your attention to G.O. No. 4811-57 dated 8th May 11 requesting that suitable rules may be framed to regulate the periodical destruction of records and submitted for the approval of Govt. and to request that early action may be taken in the matter in respect of your own office and

over.

SUBJECT.

~~of~~ Coordinate to you. Mess in your dept,

~~Page~~ 1.

I have &c.

Draw 1319

Secy: to Govt.
Rev: Depts.

Mysore
1/9/14.

To

1. The Inspector General of Police.
2. Senior Surgeon and Sanitary Comr: with the Govt: of Mysore.
3. Director of Agriculture
4. Registrar of Cooperative Societies.
5. Commissioner of Stamps
6. Director of Industries & Commerce.
7. Supdt: Govt: Press and Stationery.
8. do Govt: Gardens
9. Chairman, Mysore Board
10. Tungrai Supdt.
11. Officer in charge of Archæological researches.
12. Supdt: Rev: Survey & Drawing Establishments.
13. Secretary, Economic Conference.
14. Chief Engineer, Mysore
15. Chief Electrical Engineer
16. Engineer in chief & Secy to Govt.
17. Comptroller P.W. & Ry Branch.

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-18

15 12

G. R. S. 26]

File No.

Serial No. 4

Diary No. of letter replied to

No. 294-7
Ed A

General and Revenue Secretariat

( )

, the *191* .

To

Date of issue 12-1-15

Signed by Mr. R. Mathews

Sir,

I am directed to invite ~~in continuation of your~~ attention to G.O. No: 4811-57 of the 1st July 1911, I have the honor and to request that suitable rules to regulate the periodical destruction of records of the Offices subordinate to you may be framed and submitted early for the approval of Govt.

I have &c

Dmu

Revd 19/14.

1317 P. to Govt: Legislative Dept. Govt. Legislative Dept.

SUBJECT.

1. Inspector General of prisons.
2. " do —— Education
3. do —— Registration
4. Chief Commandant —
Mysore State Troops

X.

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

17 13

G. R. S. 26]

Draft.

File No.

Serial No. 5

Diary No. of letter replied to

Nos. 292-293 / Gen. 1

Ex. 9.

General and Revenue Secretariat

( )

, *the* 191 .

To

Sir,

Date of issue 15-1-15

Signed by Sri. Madhava Rao

I am directed to forward herewith a copy of G.O. No: 4811-57 J dtd 1st Feby 1911 in re framing rules for the periodical destruction of official records and to request that suitable rules may be framed for your office and submitted to Govt for approval before the 15th Feb 1915 Thanking.

Draft 12/1

O.M.G: Secs to Govt.

Recd 31/12 Genl & Rev: depts.

Recd 31/12

P.T. over.

SUBJECT.

1. To The Director of Industries & Commerce.

2. " The Secretary Economic Conference.

18

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

14

19

G. R. S. 26]

File No. 4 D&B.

Serial No. 6

Diary No. of letter replied to

No. 304313 Ge A

General and Revenue Secretariat

( )

, the *191* .

To

Date of issue 15-1-15

Signed by Mr N. Madhava Rao

Sir,

Adverting to No. 18 Ge 4811-57 dt 27 Feby 1911 requesting Heads of Depts to frame suitable rules for the periodical destruction of records in their offices and submit them for the approval of Govt., I am directed to enquire when the rules ~~from~~ framed in accordance with the above order may be expected.

P. T. over.

SUBJECT.

The rules are long
overdue and their relaxation
should may therefore be
~~[illegible]~~ expedited.

Inavarca.

MLL 31/12 Hy: dept ~~to~~ Dtd 17/1
Mpl 22/12 Cyl & Rev depts.

To 1. The Revl: Comr in mysore.
2. Registrar Chief Court of mysore
3. Director of Agriculture
4. Registrar of Cooperative Societies
5. Superintendent Govt: Press & Stationery
6. do Govt: Museum & Gardens
7. Chairman Imp Board, mysore.
8. Mugrai Dpt.
9. Officer in charge of Archaeological Researches in mysore
10. Supdt: Main Settlements

List of enclosures

Copied by

Examined by

GPB—25,000—4-3-13

15
21

G. R. S. 26]

File No.

Serial No. 7

4 Dfts.

Diary No. of letter replied to

No. 314-317

Sec. D.

General and Revenue Secretariat

( ).

, *the* 191 .

To

Sir,

Date of issue 15-1-15

Signed by Mr. N. Madhava Rao

With refce: to Go. M.S. C. 4811-57 dated the 1st February 1911 impo framing rules for the destruction of unserviceable office records, I am directed to observe that at present rules have been framed and approved by Govt. only in respect of the records in the office under your immediate control.

over.

SUBJECT.

I am to request you to be so good as to frame similar rules for subordinate offices of your Dept: which do not possess such rules at present and submit the same to Govt: before the 15th Feby 1915.

I have &c

Dupe 12/1

Mle 31/1st Hfg: regts to Govt.

Mle 31/12. Genl & Revenue Depts:

1. To The Inspector General of Registration.
2. " do —— of Education.
3. " do —— of Prisons.
4. " Chief Commandant Mysore State Troops.

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-13

23/16

G. R. S. 26]

File No. 4 of 15.
Serial No. 8

Diary No. of letter replied to

No. 294 – 303
Ex

General and Revenue Secretariat
( )
, *the* 191

To

Sir,

Adverting to G.O. 18th Oct 4811-57 Rev. 200-16-1 dt. 8th Feby 1911 requesting Heads of Depts: to frame suitable rules for the periodical destruction of records in their offices and submit them for the approval of Govt., I am directed to enquire when the rules which are long overdue ~~framed under the above order~~ may be expected. ~~The rules are long overdue~~

over.

Date of issue 15-1-15

Signed by Ms. Madhava Rao

SUBJECT.

and their submission may therefore be expedited.

I am also to request that similar rules may also be framed for the subordinate offices of your Department ~~as well~~ which possess no specific rules at present.

It is hoped that it will be found possible to submit the draft rules above referred to before the 15th Feby 1915 for the approval of Govt:.

I have &c

Draft
Hy: Secy to Govt

Legal & Revenue Depts:
Nil 31/12

Nil 31/12

To

1. The Dy. of Police.
2. Senior Surgeon & Sanitary Commissioner.
3. Commissioner of Stamps.
4. Superintendent Rev Survey & Settlements.

List of enclosures,

Copied by

Examined by

GPR—25,000—4-8-13

25 294-303. 1

(G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

5. Chief Engineer in Mysore
6. Chief Electrical Engineer
7. Comptroller P.W. & Ry Branch
8. Engineer-in-Chief and Secy for Railways.
9. Military Secretary to His Highness.
10. State Geologist.

GPB—12,000—15-2-13.

1. Offices which have only rules prescribing the period of preservation of records.	2. Number & date of G.O. sanctioning these rules.	3 Offices which have general rules ~~as~~ for the custody of records as well.	4 Number & date of G.O.or other reference sanctioning these rules.	5 Offices which have neither 1 nor 3.	6 Remarks
1. Excise Department.	Fl.5184-92/6.R.34-10-4 dated 31-5-1912.	1. General & Revenue Secretariat.	Secretariat Office Manual.	1. Revenue Commissioner in Mysore including Veterinary Deptt.	
2. Amrut Mahal Department	No. 3556-7 dated 24-2-1912.	2. Comptroller to Government. (Civil Branch)	Comptroller's Office Manual Part VI	2. Commissioner of Stamps.	
3. Inspector General of Prisons.	J.447/Pris.52-10-4 dated 3-8-1911.	3. District & Taluk Offices (Revenue Department)	R.1800-9/L.R.591-03-10 of 20-9-1910.	3. Revenue Survey & Inam Settlements.	
4. Inspector General of Education in Mysore.	No.9030-1/Edn.320-13 dated 13-4-1914.	4. Forest Department	No.5522-32/Ft.194-11-4 of ~~of~~ 2-4-'13.	4. Chief Court.	
5. Meteorological Reporter to Government.	G.M.4897 dated 16-3-1912.	5. Inspector General of Registration in Mysore.	J.1373-Regn.47-09-4 of 8-11-1910.	5. Inspector General of Police & offices subordinate to him.	
6. President, Mysore City Municipality.	Resolution of the Municipal Council adopting the Municipal Account Manual.	6. Civil Courts subordinate to the Chief Court.	Chief Court rule of practice No.149 of 10-7-1911.	6. Senior Surgeon & Sanitary Commissioner.	
✕ 7. State Geologist.		7. Criminal Courts subordinate to the Chief Court.	-do- -do- No.86 of 12-4-1913.	7. Director of Industries & Commerce.	
		8. Chief Commandant, Mysore State Troops.	No.1189-Mily.78-11-2 of 22-5-1912.	8. Economic Conference.	
		9. District & Taluk Offices. (Municipal, Plague & District Funds)	No.6405-13/M1.48-04-26 of 27-1-1910 & 9381-8/M1.195-12-10 of 26-5-1913.	9. Director of Agriculture.	
		10. District Treasury	Mysore Treasury Manual.	10. Registrar of Co-operative Societies.	
		11. Taluk Treasury.	Taluk Treasury Manual.	11. Chief Engineer of Mysore.	
				12. Engineer-in-Chief & Secretary for Railways.	
				13. Chief Electrical Engineer.	
				14. President, Bangalore City Municipality.	
				15. Comptroller, P.W.& Railway Branch.	Now follows the rules prescribed for the use of the P.W.Examiner's Office, Madras
				16. Chairman, Trust Board, Mysore.	
				17. Muzrai Superintendent.	
				18. Superintendent, Govt Press & Stationery.	
				19. Superintendent, Govt Gardens.	
				20. Officer in charge of Archeaological Researches.	
				21. Jail Department.	
				22. Offices subordinate to I.G.of Education, I.G. of Registration & Chief Commandant.	

✕ He says that the rules of the General and Revenue Secretariat are adopted with modifications where necessary.